

ASSISTANT DIRECTOR OF FINANCE – AUDIT DIVISION

DEFINITION

To plan and direct the activities of a staff performing County-wide audit and accounting functions; to perform highly responsible audit and accounting administrative work.

DISTINGUISHING CHARACTERISTICS

This single-position management classification is responsible for managing the Audit Division of the Department of Finance. The Division is responsible for the performance of audits of the financial programs of all County departments, special districts and trust funds.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Finance; exercises functional and technical supervision over subordinate staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Recommends division goals and objectives; assists in the development and implementation of policies and procedures for accounting methods and internal controls.

Consults with and assists the Director of Finance in the planning, coordination and administration of assigned divisions within the department.

Manages all aspects of accounting in the Department of Finance.

Performs the most difficult and complex accounting tasks in the office, including preparing financial audits, reports and statements.

Authorizes release of all accounts payable.

Participates in the preparation of budgets for each County department; coordinates budget information collection from all departments; supervises budget adjustments and transfers.

Prepares financial statements for each County department; ensures that all County financial statements meet generally accepted accounting principles.

Participates in the preparation and administration of the division budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers the approved budget.

Conducts audits of County department, including reviewing existing accounting procedures and internal control methods to ensure compatibility with accounting principles and applicable federal, state and local laws, rules and regulations.

Coordinates and prepares for outside County audit.

Receives and responds to inquiries from the public, County departments, special districts and outside agencies regarding accounting, budgeting and auditing policies and procedures.

Consults with other County departments and agencies on fiscal matters.

Reviews a variety of accounting and data processing systems.

Consults with and assists subordinates and superiors regarding organizational, administrative, personnel and technical problems as they arise.

Interviews, selects, trains, assigns, supervises and evaluates subordinate staff; disciplines staff as necessary.

Interprets departmental and County policies and procedures to subordinates, other County departments and the general public.

Prepares or supervises the preparation of reports, special studies, research, memoranda, etc.

Performs functions of Auditor - Controller in the absence of the Director of Finance.

Represents the County in various meetings and functions.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Principles and practices of organization, administration and personnel management.

Principles of supervision, training and performance evaluation.

Advanced budgeting procedures and techniques.

Auditing procedures and techniques.

Advanced principles, theories and procedures of accounting and internal accounting control.

Basic mathematics principles.

Principles and application of data processing systems.

Modern office procedures, methods and technology.

English usage, spelling, grammar and punctuation.

Ability to:

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations.

Effectively plan, organize, staff, coordinate and direct a variety of financial activities.

Plan, coordinate and conduct comprehensive financial audits.

Supervise, train and evaluate staff.

Analyze and verify complex financial and accounting records and reports.

Prepare detailed and complex financial statements and reports.

Prepare and administer a budget.

Make sound, educated decisions and work independently with limited supervision.

Perform accounting and mathematical calculations with speed and accuracy; perform accurate statistical analyses.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in accounting or financial auditing, including two years of administrative and supervisory responsibility.

Training:

Bachelor’s degree from an accredited college or university with major course work in accounting, financial management, business administration or related field.

DESIRABLE QUALIFICATIONS:

A California C.P.A. certificate is highly desirable.

Recent administrative experience in the area of budget or financial analysis and control, insurance, banking or investment management is highly desirable but not required.

Classification Code:	0066921
Bargaining Unit:	10
FLSA Status:	N
Workers’ Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current “Class Range Sort List”